

29 May 1967

MEMORANDUM FOR: Agency Training Officers

SUBJECT : Budgeting for External Training in FY 1968

1. The Office of Training will include in its FY 1968 operating budget the following classes of external training:

a. Courses under the purview of the Training Selection Board (TSB), with the exception of full-time academic training. NOTE: A revised list of TSB courses is attached.

b. Courses given at the Department of State's Foreign Service Institute.

c. Five selected Department of Defense quota courses:

- (1) Nuclear Weapons Orientation (Advanced)  
Sandia Base, New Mexico (DASA)
- (2) Chemical, Biological, and Radiological Weapons  
Orientation  
Dugway Proving Ground, Dugway, Utah (CONARC)
- (3) Missile System and Logistical Support Orientation  
Redstone Arsenal, Huntsville, Alabama (CONARC)
- (4) Ballistic Missile Staff Course  
Vandenberg Air Force Base, California (SAC)
- (5) Senior Officer Counterinsurgency  
Fort Bragg, North Carolina (CONARC)

d. Civil Service Commission's Planning, Programming, and Budgeting Courses:

- (1) Executive Orientation in PPB
- (2) Executive Seminar in PPB

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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2. Under O/PPB directives for FY 1968, all other external training will be included in component budgets. Budget officers are receiving a notice to this effect from O/PPB.

3. Procedures for the preparation of the Form 136, "Request for Training at Non-CIA Facility," will be essentially the same as those followed in FY 1967. The External Training Branch may be called for cost estimates if needed for filling in Block 27, where budget officers certify that funds are available.

4. Travel orders for external training will continue to originate in OTR, regardless of budget designation, in order to retain consistency in the use of the five-digit training request number simultaneously as the travel order number, the obligation reference number, and the OF and OTR coding input numbers, in accordance with the DDS integrated control system. Travel vouchers, however, for that domestic training not in the OTR budget should be prepared in the individual components and forwarded directly to the Central Travel Branch for auditing. These travel procedures for external training will become effective 1 July 1967.

5. Questions on the above may be directed to the External Training Branch, OTR, extension 3137 or 2314.

STATINTL

  
Registrar, Office of Training

Attachment

cc: Component Budget Officers

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ORIGINAL DOCUMENT MISSING PAGE(S):

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